



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	<b>FOR RECORDS MANAGEMENT DIVISION USE</b> Date Received    Application No.    Date Completed MAR 12 1973    73-156    MAR 15 1973							
2. Agency Application No.	3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration No. 2 Capitol Square Atlanta, Ga 30334								
4. Person to Contact  Jim Keaton		5. Working Title Trans. Accts. Exec.							
		6. Tel. No. 656-5239							
7. ACTION REQUESTED  <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.									
8. Earliest & Latest Dates of Series  1956 - to date		9. Exact Series Title  Allotment Voucher Files							
10. What is the function of the office in which this record series is created  The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel.									
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):  Documents relating to the transfer of funds on record from one account to another in order for the funds to be expended.  Included are: Form DOT 515 (Allotment Voucher)  The file is arranged chronologically.									
ATTACH SAMPLES OF THE FILE									
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers    Cu. Ft. of Records			
Letter-size File Drawers		50	75	FLOOR SPACE OCCUPIED (Square Feet)		5      7½			
Legal-size File Drawers						In Office(s)    In Storage Area(s)			
				AVERAGE DAILY REFERENCES		This Year's	Last Year's	Preceding Year's	All Prior Year's
						50	5	1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☒ [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ [X] ☐ [ ]  
It is summarized on the Detailed Transaction Register; a monthly computer printout.
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed?  
Could reconstruct from project allotment file. ☒ [X] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file?  
Data from this file is processed onto an EDP tape. ☒ [X] ☐ [ ]
21. Does the record series contain documentation produced as EDP printout? The Detailed Transaction Register is documentation produced from this record series. It is an EDP Printout. ☒ [X] ☐ [ ]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 1 years:

- a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☒ [X] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☐ [ ] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

For control, review, and analysis, the allotment voucher file is needed until after the State audit.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each  
- ☐ [ ] CALENDAR YEAR - ☒ [X] FISCAL YEAR - ☐ [ ] Other then:

- ☐ [ ] Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- ☐ [ ] Transfer to ☐ [ ] State Records Center ☐ [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ [ ] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☒ [X] Other: (Specify) Destroy after the State Audit is completed.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

John J. Kitchener

Records Management Officer

1-18-73

Date

26. Recommendations		<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	Head of Agency/Designee	Date
in Paragraph 25 are:	State	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	William M. Dixon	3-13-73
	Records	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	Carroll Hart	Mar 9, 73
	Committee	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	W. H. H. H. H.	3-14-73